



Lees Hill C of E Primary School

Transport Policy

POLICY ADOPTED BY FULL GOVERNING BODY: May 2018

Name: Mike Brown

Position: Chair of Governors

Next Review Date: May 2020

Aims and Objectives

- To ensure pupils and staff are transported to and from educational activities safely.
- To ensure pupils learn to become increasingly aware of the need to cooperate with safety requirements for their own and others' safety.

Role of Pupils

To follow instructions issued promptly and safely.

Role of Parents

Parents will not be asked by the school to transport pupils other than their own children to and from curricular or after-school curricular activities. They may be asked by friends to transport other children to and from activities and in these instances we ask them to respect the law and assist the children in learning to behave safely in and around vehicles.

Regulations governing the use of child car seats and the wearing of seatbelts are mandatory. The regulations require some children to be transported in a booster seat (for children 15kgs – approx 4 to 6 years) or cushions (for children 6 years and up) whilst travelling in a car. The Regulations do not apply to taxis or vehicles with more than 8 passenger seats although good practice would dictate that booster cushions are also used in these vehicles whenever possible. It is noted that this is not a legal requirement. Other Regulations (see below) however, require the use of booster seats/cushions for children travelling in the front seat i.e. parallel to the driver of any vehicle.

Role of Staff

Wherever possible professional drivers will be employed allowing staff to focus on the supervision of children being transported.

Staff may drive pupils in their professional capacity if and only if they have valid business class insurance, a clean driving licence, a valid MOT certificate and a completed checklist letter to drivers transporting pupils- all of which must be show to the Headteacher before permission is granted to transport children. Child Seat Regulations must be followed where staff are being used to transport pupils to and from curricular or after-school curricular activities on behalf of the school.

Transport including Taxis, Minibuses, Coaches and Larger Buses

Vehicles used for off-site visits are in the main taxis, minibuses, larger buses and coaches. Seat belt wearing is already compulsory in minibuses (up to 16 seats) with the driver being responsible for ensuring that children under 14 years are appropriately restrained. On off-site visits supervising staff / assistants/ parents travelling on the vehicle must monitor all pupils and ensure that they are wearing their seatbelts whilst seated and the vehicle is in motion. When hiring buses or coaches for off-site visits you must ensure that a minimum of a lap belt is fitted, with one seat with an operational seatbelt, per passenger.

Travelling in the Front Seat

The Motor Vehicles (Wearing of Seat Belts by Children in Front Seats) (Amendment) Regulations 2006 cover children sitting in the front seat of a minibus, coach or larger bus (i.e. parallel to the driver). Any child under 3 years must use a baby/child seat. Children from their 3rd birthday up to 135cm in height, or their 12th birthday, whichever comes first, must use an adult seatbelt and a booster cushion, or other appropriate child restraint.

General

Risk assessments for every trip must include careful consideration of procedure for alighting and exiting buses, and safe return to parents vehicles at end of school day.

Monitoring and Review

The Headteacher is responsible for ensuring the effectiveness of this policy.

This policy will be reviewed bi-annually, or sooner, as required.

